



## AGENDA ITEM # 4.1

### REPORT TO PARK COMMISSION

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**Date:** April 22, 2024

**Subject:** Approve Minutes from 3/25/24 meeting

**Report:** Minutes from 3/25/24 meeting attached.

**Commission Action Requested:** Motion to approve 3/25/24 Park Commission Minutes.

**PEQUOT LAKES PARK COMMISSION MINUTES**  
**MONDAY, March 25, 2024**  
**CITY HALL**

Members Present: Commissioners, Churack and Lind appear remotely; Chair Adams and Commissioner Simar appear in person.

Also Present: Angie Duus, City Administrator; Julie Meister, Administrative Assistant. Nick Roy, Public Works Lead. Members of the Community; Jodie Johnson, Amanda Munkby, Natalie Morris, Judy Eckart, Whitney Magee and referenced by a personal note; Lynda Powell

1. Call Meeting to Order

Chair Nancy Adams calls the meeting to order at 5:00 p.m.

2. Consider Agenda

3. Park Commission Minutes

**COMMISSIONER SIMAR MOVES TO APPROVE THE MINUTES FROM THE FEBRUARY 26, 2024 MEETING AND ADD THOSE WHO WERE PRESENT. COMMISSIONER LIND SECONDED THE MOTION. MOTION CARRIES 4-0.**

4. Community Garden Update

Chair Nancy Adams moves the Community Garden topic to be the first item to address, due to guests in attendance. Ms. Adams states that she and Nick Roy will work together to help this project come together. After earlier research on best location for the Community Garden, a decision has been made to locate it next to the City Dog Park as water is available at this site. Further discussion followed regarding possible donation of aged manure, the possibility of raised beds, fencing, the sizes, and dimensions of plots and location of hoses to avoid damage to beds. Mr. Roy questions the City's responsibilities regarding maintenance: would it be just water and designing/clearing paths? Discussion ensued. Community member Judy Eckart suggests most prefer their planting season to start after Memorial Day. Ms. Adams emphasizes that the City will be "Trying" for this year with nine plots on a first come, first served basis, and will establish a sign-up sheet. Keith Simar asks is a 10x10 plot big enough if all the plots were not selected. Ms. Adams suggests that gardeners could possibly sign up for two plots if all plots were not selected. Mr. Simar comments on the soil currently being largely sand. Discussion ensued on bringing in black dirt, manure,

or peat moss. Mr. Simar also comments on the presence of deer along the forest line by the Dog Park. Discussion ensued with Community member Whitney Magee suggesting different methods to repel deer and offers suggestion on deer fencing she currently uses in her own gardens.

**COMMISSIONER LIND MOVES TO EXPLORE THE POTENTIAL DEVELOPMENT OF A COMMUNITY GARDEN. COMMISSIONER SIMAR SECONDED THE MOTION. MOTION CARRIES 4-0.**

5. Holiday Decorations Update

Commissioner Kim Churack references the holiday price list that was provided for tonight's meeting as not being very useful. Ms. Churack will find out if any donations from the community have been received toward the matching of \$2,500 funding offered by Community Action of Pequot Lakes to expand the lights in the park. Ms. Churack would like to see garland around some of the light poles. Discussion ensued on having outlets by light poles and to perhaps address when they redo Main Street and to have electricity added with new light poles.

6. Bands in the Park

Julie Meister updates that all bands are officially booked for the season, with a new band found for the 2025 season. "One Life" and the possibility of their availability to cover if one of our currently scheduled bands has an emergency and cannot play. Ms. Meister is also working on designing and updating this season's band poster. Ms. Meister also indicates that the poster will be placed on the City of Pequot's website, Facebook page, various bulletin boards around the community and could be in future utility bills. The consensus of the Park Board is to give Ms. Meister the green light to proceed with the poster project.

7. Tree Study Updates

City Administrator Duus states that both Tree Grants from the State have been signed; One is a Tree Inventory and the second is to offer the ability to replant trees as needed. Ms. Duus will follow to see if the first grant, a Tree Inventory, can be concluded within the next month. Keith Simar has completed a tree study of Sibley Park and Ms. Nancy Adams reminds everyone that the April Park Commission meeting is to be held at Sibley Park where Mr. Simar will help the Board understand how to best care for future needs of Sibley Park. Mr. Simar mentions a scheduling conflict with attending an Emerald Ash Borer training but states he has contacts he can reach out to if we should have questions regarding identification.

8. DNR Grant for the Park Update

Chair Nancy Adams updates on the project to community guests which will include a new picnic shelter and two bathrooms along with the other improvements to Trailside Park. Keith Simar provides drawings and a map of Trailside Park to attendees. Nick Roy takes photos to send to Kim Churack and Dave Lind. City Administrator Duus explains that a special City Council meeting was held on March 22, 2024, that approved drawings and to send those out for bid. Those plans are now with the City Engineer Tim Houle. Kim Churack asks if the current picnic shelter would remain; Mr. Roy states the existing structure to remain. Ms. Adams thanks Ms. Duus for bringing it to Council and Mr. Dave Lind and Mr. Simar for attending the special meeting.

9. Paul Circle Sign Update

As Commissioner Buscher was not present, there was no report.

10. Mayo Creek Update

**CHAIR ADAMS REMOVES FROM THE AGENDA. COMMISSIONER LIND AGREES. ITEM REMOVED.**

11. Community Sign Update

Chair Nancy Adams reviews plans for an updated digital sign to community guests. Ms. Angie Duus shows two proposals and explains the difference between the two. Mr. Dave Lind. asks if there was training for programming and inquires on any warranty coverage. Mr. Nick Roy states there's a 10-year warranty, and that training is included. Discussion ensued regarding the selection between the two designs and whether using a white background would change the price.

**COMMISSIONER LIND MOVES TO SELECT THE LESS EXPENSIVE SIGN AND THAT IT SHOULD HAVE A WHITE BAGGROUND. COMMISSIONER SIMAR SECONDED THE MOTION. MOTION CARRIES 4-0.**

12. Splash Pad Update

Chair Nancy Adams explains expansion of this year's additions to community guests and thanks to funds supplied by Community Action of Pequot Lakes, the water cannons have been ordered. She also received a return call from the company saying the water cannons will be delivered in about 7 weeks. Ms. Adams mentions the positivity of the Splash Pad. Keith Simar comments on what a wonderful addition the family bathrooms will be.

13. Other Business

Community members in attendance request to receive by email drafted minutes from tonight's meeting. No additional Business was discussed.

14. Adjournment

There being no further business. **COMMISSIONER LIND MOVES TO ADJOURN THE MEETING. COMMISSIONER CHURACK SECONDED THE MOTION. THE MOTION CARRIES 4-0.**

The meeting was adjourned at 5:47 p.m.

Respectfully Submitted,

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Julie Meister, Administrative Assistant